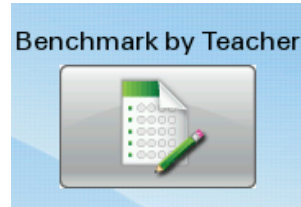


Printing Benchmark Bubble Sheets by Teacher

Note: You can only print benchmark bubble sheets once the window has been opened.

1. Select “Benchmark by Teacher”
2. Enter in your Employee ID number and click “Next”
3. Verify your name on the screen:



- a. If CORRECT click “Next”
- b. If INCORRECT click home icon and reenter your Teacher ID #

4. Select “Print Classes” and click “Next”

Print Class(es)	<input checked="" type="radio"/>
Print Blank Bubble Sheet(s)	<input type="radio"/>

5. Select the Semester and click “Next”

S1	<input checked="" type="radio"/>
S2	<input type="radio"/>

6. Select the classes taking the benchmark. Use “Select All” if all your classes are taking the test, but be sure

ADVISORY 8	- 0083 - 08	<input type="checkbox"/>	<input type="button" value="Up"/>
MATHEMATICS 8	- 8730 - 02	<input checked="" type="checkbox"/>	
MATHEMATICS 8	- 8730 - 03	<input type="checkbox"/>	
MATHEMATICS 8	- 8730 - 04	<input type="checkbox"/>	
MATHEMATICS 8	- 8730 - 07	<input type="checkbox"/>	
POWER MATH	- 0890 - 01	<input type="checkbox"/>	<input type="button" value="Down"/>

to uncheck the advisory class.

7. Select the Student and click “Next”
8. Select the Benchmark test name and click “Next.”

Please select the name of the test you'd like to print	
LEXTEST	<input type="radio"/>
LEXTEST-B	<input type="radio"/>

9. The bubble sheets will now print. It may take a few minutes to print all the classes. By default 2 blank bubble sheets are printed per class.
10. Once the bubble sheets are printed you are given the option to print more bubble sheets.
 - a. If you select “Yes” it will take you back to the course list and you can print bubble sheets for another class if needed.
 - b. If you select “No” it will take you back to the welcome screen.

If you need any assistance please contact: